

**Washburn City Commission Meeting
November 19, 2012 6:30 pm**

The Washburn City Commission met on Monday November 19, 2012 at 6:30 pm in the Washburn City Hall. The following Commissioners were present: Commissioner Laning, Bauer, Baumann, and Moran, Commissioners Absent: Barnick

Commissioner Bauer called the meeting to order.

Bauer asked if the City of Washburn want to create business licenses for the City of Washburn. It would be a way to be aware of any new businesses being started in the City and to have information on all businesses. This is something for the Commissioners to think about at this time we can get examples from some other cities and discuss it at a later date. Item was tabled to a later date.

The Special Assessment Commission has two openings at this time Mark Lemm has agreed to accept one of the seats. Laning made a motion to appoint Mark Lemm to the Special Assessment Commission, Moran seconded the motion. Roll Call Vote "AYE" Laning, Baumann, Moran, Bauer, "NAY" none, "ABSENT" Barnick, motion passed.

Mike Nelson Realty submitted a purchase agreement for two lots in the Heritage Height subdivision. Nelson and the buyer are aware the lots are under contract at this time but if for some reason the sale would not come to fruition, the Commission will take this purchase agreement under consideration.

The following liquor licenses were submitted with payment for approval for 2013 Liquor Licenses: 83 Express, Unistop, Victor B Wallin American Legion Post, Lewis and Clark Saloon, Enerbase. Moran made a motion to approve all of the submitted applications, Baumann seconded the motion. Roll Call Vote "AYE" Laning, Baumann, Moran, Bauer, "NAY" none, "ABSENT" Barnick, motion passed.

Bauer present the agenda item for employee appreciation gifts, Bauer stated the Commission has given employees \$250.00 in Washburn Bucks to be used locally in the past. Laning made a motion to approve the Washburn Bucks for the employees, Moran seconded the motion. Roll Call Vote "AYE" Laning, Baumann, Moran, Bauer, "NAY" none, "ABSENT" Barnick, motion passed.

Jasper Klein AE2S was present to give reports on projects in the City of Washburn. Klein would like to discuss finalizing the scope of the 2013 Street Project that was proposed at the Public Meeting. Laning recommended proceeding with everything with the exception of the Roughrider Road portion. Baumann recommended if/when the project in that area is rehabilitated it would be a no truck traffic road to preserve the road. Klein suggested that portion be delayed until another project and possibly do it with other street in the area that need repair at a later time.

Klein proposed that the City give permission to do the surveying for the street project and soil boring on 4th Avenue. Laning made a motion to move forward on the surveying and soil boring, Moran seconded the motion. Roll Call Vote "AYE" Laning, Baumann, Moran, Bauer, "NAY" none, "ABSENT" Barnick, motion passed.

Klein proposed a switching to a Task Order Agreement rather than using a Standard Engineering Agreement. The Task Order Agreement will follow the same legal requirements it will just be less paperwork for The City and AE2S. Laning asked Klein to send the document as soon as he has it completed and the Auditor will forward the document to the City Attorney for review and recommendation.

AE2S is working on a SRF loan for wastewater and clean water for the projects in 2013.

Klein reported the asphalt plants have been closed for the year, the streets that were being worked on with the patching project will be packed and gravel will be brought in to bring them up to grade. The asphalt for the patching project will be finished next spring.

PORTFOLIOS:

Laning: none
Baumann: none
Moran: none
Bauer: none

Bills:

14E	INTERNAL REVENUE SERVICE	\$2,043.39
15E	AFLAC	\$332.96
16E	AMERIPRIDE	\$127.63
17E	FASTENAL	\$23.73
18E	WAGON WHEEL LUMBER	\$61.99

19E	SCOTTS HARDWARE	\$58.18
20E	CARDMEMBER SERVICES	\$475.20
21E	BRYAN ROTHMANN	\$10.73
22E	NORTHLAND FINANCIAL	\$110.00
23E	KRAUSES SUPERVALU	\$55.02
24E	ST ALEXIUS MEDICAL CENTER	\$250.00
25E	BLUE CROSS BLUE SHIELD	\$4,079.92
26E	SANITARY SEPTIC SERVICE	\$1,060.00
27E	AT& T MOBILITY	\$22.61
28E	DUANE BAUER	\$893.84
29E	STARION BOND SERVICE	\$43,702.75
30E	BHG LEADER NEWS, INC	\$351.17
31E	LINDELL LAW OFFICE	\$75.00
32E	ZENON ENVIRONMENTAL CORP	\$6,726.74
33E	US POSTAL OFFICE	\$160.44
34E	OTTERTAIL POWER	\$4,801.62
35E	WEST RIVER TELEPHONE	\$866.38
36E	SWANSTON EQUIPMENT CORP	\$22.73
37E	INTERNAL REVENUE SERVICE	\$2,454.22
38E	INTERNAL REVENUE SERVICE	\$2,253.57
39E	GLOBAL PAYMENTS	\$52.20
24903	Petersen, Julie	\$388.35
24904	Price, Barbara	\$510.51
24905	Price, Milissa	\$1,418.48
24906	Rothmann, Bryan	\$1,547.29
24907	Thomas, Adam, L	\$1,283.22
24908	Vetter, Nadina	\$176.95
24911	Witty, Luke, J	\$599.79
24912	Zimmerman, Joan Raye	\$1,070.86
24959	BUSINESS FORMS AND	\$519.47
24960	ENERBASE COOPERATIVE	\$436.22
24961	FARMERS UNION INSURANCE	\$16,711.00
24962	FERGUSON WATERWORKS	\$835.39
24963	FIRST DISTRICT HEALTH	\$36.00
24964	HAWKINS	\$2,009.70
24965	J-S SANITATION	\$100.00
24966	K & D SERVICES	\$183.20
24967	LINDELL LAW OFFICE	\$100.00
24968	MCLEAN ELECTRIC	\$141.21
24969	SWANSTON EQUIPMENT CORP	\$459.00
24970	WASTE MANAGEMENT	\$7,040.83
24971	Petersen, Julie	\$388.35
24972	Price, Barbara	\$545.66
24973	Price, Milissa	\$1,459.89
24974	Rothmann, Bryan	\$1,661.76
24975	Thomas, Adam, L	\$1,263.90
24976	Vetter, Nadina	\$153.14
24978	Zimmerman, Joan Raye	\$1,013.87
24979	Zimmerman, Kim	\$1,389.58
24980	ADAM THOMAS	\$102.58
24981	ADVANCE HEALTH	\$150.00
24982	AE2S	\$2,804.20
24983	AFLAC	\$499.44
24984	CARDMEMBER SERVICES	\$1,278.63
24985	MDU	\$297.54
24986	MVTL LAB	\$25.00
24987	ONE CALL CONCEPTS	\$13.75
24988	OTTERTAIL POWER	\$2,627.33
24989	SANITARY SEPTIC SERVICE	\$530.00
24990	SCOTTS HARDWARE	\$251.35
24991	SOUTHWEST BUSINESS	\$82.05
24992	VANGUARD APPRAISALS, INC	\$11,030.00
24993	WASHBURN AUTOBODY	\$773.74
24994	WASHBURN HIGH SCHOOL	\$100.00
24995	WASHBURN PARK BOARD	\$2,000.00
24997	Witty, Luke, J	\$560.38
24998	Petersen, Julie	\$388.35
24999	Price, Barbara	\$492.93
25000	Price, Milissa	\$1,420.66
25001	Rothmann, Bryan	\$1,547.29
25002	Thomas, Adam, L	\$1,273.56
25003	Vetter, Nadina	\$116.97
25004	Zimmerman, Joan Raye	\$1,164.46
25006	Zimmerman, Kim	\$1,316.76
25007	AT& T MOBILITY	\$109.10
25008	BANYON DATA SYSTEMS	\$770.00
25009	BLUE CROSS BLUE SHIELD	\$4,166.84
25010	DAKOTA PROMOTIONS&PRINTIN	\$204.04
25011	JOAN ZIMMERMAN	\$166.50
25012	MAHLUM GOODHARDT PC	\$5,335.00
25013	ND LEAGUE OF CITIES	\$310.00
25014	NEWMAN TRAFFIC SIGNS	\$26.92
25015	OTTERTAIL POWER	\$1,906.78

Moran reported he reviewed the actual bills over the last month as the Commissioner holding the financial portfolio and found them in order. Moran made a motion to pay the bills, Laning seconded the motion. Roll Call Vote “AYE” Laning, Baumann, Moran, Bauer, “NAY” none, “ABSENT” Barnick, motion passed.

Meeting adjourned

Approved _____ **President**

Attest _____ **Auditor**

